CONFIDENTIAL

OC-0127-89
13 MAR 1989

DDA/REG
LOGGED

MEMORANDUM FOR: Director of Central Intelligence

VIA: Acting Deputy Director for Administration

STAT FROM:

Director of Communications

STAT SUBJECT: Guest Speaker Invitation

1.   The Office of Communications (OC) sponsors a monthly
staff meeting in which a cross section of its employees are given
the opportunity to hear guest speakers address a wide variety of
topics.   Recent speakers have included Mr. William F. Donnelly,
Inspector General; Mr. William M. Baker, Director, Public Affairs;
STAT and   Deputy Manager, National Communications
STAT System.

2.   OC requests the honor of having you speak to this forum.
The audience is comprised of OC careerists and other Directorate
of Administration personnel assigned to the Office ranging in
grades from GS-09 to SIS.   These morning meetings take place in
STAT the   conference room, 2C19, which can accommodate up
to 100 attendees.   The session usually includes speaker time along
with a question and answer period.   All attendees possess a
minimum clearance of TOP SECRET.   For your consideration the
following dates have been reserved: 12 June, 10 July, 14 August,
and 11 September.   Our schedule is flexible if these dates are
STAT not convenient.

3.   A proposed topic of discussion is "In What Direction is
the Agency Heading Over the Next Ten Years."   A look at what
forces from the outside and inside will cause an impact on the
STAT Agency meeting its mission.

STAT 4.   My Executive Assistant,   is the point
of contact for this event and can be reached on secure extension
STAT   If there are any questions, please contact   or
me.   We are looking forward to hearing your views on the Agency's
STAT future.
STAT

STAT

CONFIDENTIAL

CONFIDENTIAL

STAT   SUBJECT: Guest Speaker Invitation

STAT   ORIG: O/OC/EXA/_____Feb 89)
STAT   REWRITE O/D/CC_____(Feb 89)
STAT   OC-EXA_____(3 Mar 89)

Distribution:
  Original - Addressee
          1 - Peggy Devine, D/DCI
          1 - DCI/Security
STAT   1 - EA/DCI,_____
          1 - C/Protocol
          1 - DDA ✓
          1 - D/PAO
          1 - DD/PAO
          1 - ER
          1 - OC-EXA Subj
          1 - OC-EXA Chron
          1 - OC/OL/ISC

2

CONFIDENTIAL